

# HOW TO REGISTER

Go to: <https://www.nafi.navy.mil>

Click: To register click [here](#).

The NAFI user community is comprised of General Users (browse access), Administrative Users (browse, edit, update, delete), Activity Leads (admin + user activity management), Command Account Managers (admin + claimant activity management) and System Administrators (admin, all user activity management, application management).

The NAFI application is user name and password protected. Unregistered users must register and receive a user name and password before entry is allowed into the application. To navigate to the registration screen an unregistered user simply clicks on the “Account Registration” link on the navigation bar on the left side of the home page, as shown below:



As shown below, upon clicking on Account Registration located on the tool bar on the left hand side of the screen, users will be taken to the following screen where they will be prompted to choose their domain. Choose “Navy.”

NAVY AIR FORCE INTERFACE(NAFI) - Microsoft Internet Explorer provided by NRCC Naples (v.02/01/29)

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://www.nafi.navy.mil/default.asp> Go Links

**nafii**  
Navy Air Force Interface

DOD EDA  
EA-21 Home  
NAFI Home  
Account  
Account Registration  
NAFI Help Center  
User Notice

NAFI resides on a Department of the Navy computer system.  
NAFI is compatible with IE 4.0 - 6.06 and Netscape 4.7x.  
Click here to Connect to the [TRAINING SITE](#)

Create or Update a User Profile. [Start](#) [Help](#) [Logout](#)

**Account Registration**

Domain Account Type [Red Error Icon] [Red Error Icon] [Red Error Icon]

Select Select Select Select Select

[Red Error Icon] User Profile

Done

Start Internet Explorer - Microsoft Outlook D:\working directory\EB... W\Nizet\2\Library\Pop... NAFIregistration - Micro... NAVY AIR FORCE I... 10:08 AM

Upon clicking on their appropriate domain, and hitting Select, users may then move on to the next box, “Account Type”. Users should choose a “General” account type which will enable them to view the documents in NAFI.

Note: General users are restricted to a “read only” capability, with the ability to view indices and documents, as well as download files. General users cannot add, modify or delete indices from procurement instruments or files from documents.

In the next block, users should choose their “Claimant”\*. Claimant\* is the major Command to which your activity reports (USMC, NAVFAC, NAVAIR, SPAWAR, AFMC, DRU, PACAF, CINCUSNAVEUR, etc.). A pull down box with Claimants listed is provided on the registration screen.

Finally, users should select their DODAAC\* from the last box. DODAAC\* (or UIC) is the code used to describe your activity (e.g. N00039 or M00027). NAFI requires DODAACs to be a minimum of six characters. Some DODAACs have more characters, and in such cases NAFI will accept the first six characters and strip away any additional characters.

\*Note: If your Claimant and/or DoDAAC is missing from the Account Registration page please contact your NAFI Command Account Manager:

Julie Gordon / NAFI Command Account Manager

DSN 314-626-4040 x346

Comm +39-081-568-4040 x346 / Fax +39-081-568-4735

e-mail: Julie.Gordon@NRCC.Naples.Navy.mil

After entering the above data, a “User Profile” screen will appear.

NAVY AIR FORCE INTERFACE(NAFI) - Microsoft Internet Explorer provided by NRCC Naples (v. 02/01/29)

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://www.nafi.navy.mil/default.asp> Go Links

**nafi**  
Navy Air Force Interface

DOD EDA  
EA-21 Home  
NAFI Home  
Account Registration  
[Best Registration](#)  
NAFI Help Center  
User Notice

NAFI resides on a Department of the Navy computer system. NAFI is compatible with IE 4.0 - 6.06 and Netscape 4.70. Click here to Connect to the [TRAINING SITE](#)

Office Code:

Title: First Name:  MI:  Last Name:  Suffix:

Phone Number \*\*  
Domestic:    x   
DSN:      
International:  x

E-Mail:

User Name:   
Password:

(\*) mandatory fields.  
(\*\*) atleast one should be provided.  
Password must be a minimum of eight characters and a maximum of ten characters. passwords can include letters (upper and lower case), numbers and special characters, and must include combination of letters (mixed case) and numbers.  
If you would prefer an automatically generated username, leave the username field blank. You will still be able to approve of the username prior to accepting it.

**SUBMIT**

In this screen you'll need to enter the following information:

- **Office Code**
- **First Name**
- **Last Name**
- **Phone Number:** \*\*Do Not enter any characters other than numbers – if users enter spaces or hyphens or parenthesis marks, NAFI will not record the phone number correctly. All users located in countries other than the United States should enter their phone numbers in the “International” phone number section, not “Domestic”. These users should also include their country code in the phone number.
- **E-mail address**
- **User Name:** Pick an easy name that you can remember and write it down in a safe place.

- **Password:** You must choose your own password; no password will be assigned to you. *Your password must be a minimum of eight characters and a maximum of ten characters.* Passwords can include letters (upper and lower case), numbers and special characters, and *must include a combination of letters (mixed case) and numbers.* Pick an easy name that you can remember and write it down in a safe place.

After clicking [Submit](#), a confirmation screen will appear confirming your registration information. This screen will display the information entered during registration. Print this screen out for your records.

Once your registration information has been submitted to NAFI, an automatic email will be sent to your account manager (Julie Gordon) requesting your account activation. Until your account has been approved, your user name and password will not be activated.

NAFI will send an e-mail to test your e-mail address, confirm receipt of your registration information and provide you with contact information for your Activity Lead and Command Account Manager. Another e-mail will be sent to your Activity Lead and Command Account Manager notifying them of your pending account. Once your account has been activated you will receive another e-mail notifying you that your account has been activated.

---

A comprehensive users guide is available for viewing/  
download from <https://www.nafi.navy.mil>. Simply click on  
“NAFI Help Center” (from the left border)  
then “NAFI UserGuide 2000”

---

Help line: Contact Support at (703) 601-0247 or (703) 601-0239

#### FOR LOCAL SUPPORT:

Julie Gordon at DSN 626-4040 x346

e-mail [Julie.Gordon@NRCC.Naples.Navy.mil](mailto:Julie.Gordon@NRCC.Naples.Navy.mil)